

GO VA Region 3 Budget Request – Category Narrative

May 26, 2017

The GO Virginia State Board is expected to act at its June 13 meeting to approve funding requests for each of the nine regional councils. Allocations of up to \$650,000 in state capacity building funds are available to each council to support planning, research, contracting, and other functions required by the program. This proposed budget covers activities from March 2017 through June 2018. The total allocation includes \$250,000 designated for FY 18. This is contingent on a non-state match of \$250,000, some portion of which can be provided on an in-kind basis.

The Region 3 Southern Virginia GO Council has worked with its contract staff to develop anticipated work plan elements outlined below that provide the basis for the budget request. It should be noted that as of the date of this submission (May 26, 2017) Region 3 is finalizing its contract with a regional Planning District Commission, which will serve as the Support Organization and Fiscal Agent for Region 3.

This request does not constrain the Region 3 Council from identifying other activities that may be necessary to fully complete the GO Virginia goals. The council may also revise its categorical allocations at a future date, through a process that will be defined by the State Board.

Activity categories and allocations

Administration: Council and Advisory Committee meetings, administrative overhead: \$84,500

Support council meetings, Advisory Committee meetings and topical focus groups ultimately report to the council. Staff support for these functions, as well as meeting all COIA/FOIA requirements, represents approximately 13% of the total budget. This includes agenda development, meeting facilitation, logistics and travel, materials and supplies.

Direct Planning Expenses: Marketing and outreach: \$40,000

This category includes training workshops for Council and Committee members, to ensure current knowledge of the GO Virginia program as well as create a body of knowledge about Region 3's economic base and assets. The category also includes development of an interactive website that can be used to inform stakeholders and citizens about the Region, as well as maintain current information on the status of Program deliverables.

Direct Planning Expenses: Consulting/Contract Services: \$158,000

This broad category supports the technical resources necessary to conduct original research on economic development, develop plan goals and objectives along with appropriate project and regional metrics for reporting and evaluation, synthesize data and input from other plans, work

groups, council members, complete and edit final plan submitted to state. It also includes legal services to assure compliance with FOIA and COIA.

Direct Planning Expenses: Project reserves: \$330,000

Available to the council for investment in strategic opportunities supporting goals of the Growth and Diversification Plan. Region 3 has attempted to create a budget that maximizes the amount of funding available for project investments, because the per capita allocation for Region 3 is anticipated to be low, based on the lowest population count of any of the Regions.

Direct Planning Expenses: Other: \$37,500

Region 3 anticipates the need for a Project Portal and Monitoring Platform, to effectively track the investments that are made by the Council in support of the Growth and Diversification Plan goals; it is also holding reserves for expenditures that relate to communications, technical support, consulting & contract services, and meetings/training and workshops.

Other funds

Match for FY 18: \$250,000

Support for second year capacity building funds will be provided from a combination of federal, private, non-profit and non-state appropriated resources at the required \$250,000; a portion of these funds are assumed to be those utilized in standing up the Region 3 Council during FY 17. These will be/have been applied as appropriate, to administrative support, technical assistance, contracts administration, project reporting and evaluation, and Growth and Diversification Plan reporting.

Staffing assumptions

Once under contract, the Planning District Commission will provide administrative support, including fiscal agent services, to the Council. The PDC will be supported by other contract services that provide expertise in planning, research, communication and marketing. The PDC will provide a designated project lead and support staff, while also drawing on the team of contract specialists.

The PDC will also serve as the fiscal agent for all funds. The PDC will provide a designated project manager to provide services that attend to the specialized needs for the funds received by Region 3 Council. This will include logistical support, contractual services, technical assistance, and financial services. A full-cost accounting summary will be provided as needed along with other reporting required by the state.

Region 3 Council estimates a program of work of at least 3200 hours over the 16 month performance period.